

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2015-217 **Issue Date:** 11-13-15 **Closing Date:** 11-19-15

Office Assistant IV
YN Vocational Rehabilitation
Department of Human Services
Hourly Wage: \$11.98/Regular/Full-Time

Incumbent is responsible to perform a variety of administrative office support work for the Yakama Nation Vocational Rehabilitation program. Responsibilities include working with limited supervision individually or in combination with bookkeeper and Vocational Rehabilitation Counselors. Work requires a knowledge and use of applicable office equipment systems related technology. Several software packages may be used to enter, retrieve, verify and research. The variety and complexity of these packages increase the level of responsibilities. Work reflects the knowledge and application of policies and procedures, degree of independence and accountability. Majority of time is spent performing a variety of office support tasks that include preparing application packets, prepare and maintain client folders which requires confidentiality and the coordination or the completion of these talks with several others within appropriate time frames. Employee is timekeeper for the Vocational Rehabilitation Program and also processes travel vouchers and client services purchase orders. Office assistant works with the Program Director and Counselors by researching and maintaining client file. Public content involves assessing, interpreting and responding to situations which may require policy exceptions.

Knowledge, Skills and Abilities:

- Knowledge of general office procedures and policies.
- Knowledge of modern secretarial practices as required of the position.
- Knowledge of Basic English and general math.
- Knowledge of standard filing procedures.
- Knowledge of basic grammar practices, punctuation and spelling.
- Ability to understand and follow oral and/or written instructions.
- Ability to maintain strict confidentiality relative to program clientele and records.
- Ability to establish and maintain effective working relationships.
- Ability to meet and deal with the public and answer phone calls in a pleasant and courteous manner.
- Ability to utilize a computer to perform typing, basic work processing and the JD Edwards program.
- Ability to operate and utilize standard office equipment such as copiers, typewriters, calculator and fax machines.

General Recruiting Indicators:

- Minimum: Requires six months of general office work experience at a level equivalent to Office Assistant III, or may substitute successful completion of secretarial classes or vocational training. Certificates are required. OR, any experience or education which demonstrate the ability to perform the work.

Special Requirements:

- Required to pass a pre-employment drug and alcohol test.
- Must possess a valid Washington State Driver License with the ability to obtain a valid Yakama Tribal Drivers Permit.